

AT

MEMORANDUM FOR: CHIEF, [REDACTED] ACTIVITY - OFFICE OF COMMUNICATIONS

SERVICE REQUESTED:

Change existing black line service as shown on attached plan.

JUSTIFICATION: Changes will allow the secretary from either branch to answer and route calls for the other branch. In addition, the removal of [REDACTED] from the call director reduces the potential for answering errors.

SPECIAL CONSIDERATIONS, IF ANY:

DEADLINE DATE, IF APPLICABLE

COST CENTER

ATTACHMENT

☒ YES ☐ NO

LOCATION WHERE WORK IS TO BE PERFORMED

CONTACT OFFICIAL

TEL. EXT.